

## **JSJCS PTA PROCEDURES & GUIDELINES**

- An organizational PTA meeting is held each year in May, and is critical for the continuity of the program. Lack of participation at this meeting will result in cuts to the next year's program. Agenda includes:
  - Formally elect PTA Board members and fill Essential PTA Roles
  - Select next year's Events Calendar based on volunteer interest and available funds
  - Approve the annual PTA budget for the next school year
- Unfilled Essential PTA Roles will have ripple effects across all of PTA as each role is tied to specific events and functions, that will simply be canceled if there is no volunteer.
- PTA Board Members may not fill additional Essential PTA Roles.
- Don't assume that if PTA covered a cost in the past, that they will cover it in the future. The PTA budget is revisited annually.
- The PTA works in partnership with the school to help families meet their 30 volunteer hours.  
*Please be sure to fill out your volunteer slips with the office.*
  - Families that complete their 30 volunteer hours will be entered into a PTA raffle for gift card prizes. Winners are drawn at the first PTA meeting of the next school year.
- If families do not execute a grade-level assigned activity, it will not happen. Any lost startup costs will come out of grade-level accounts, not the PTA's general funds.
- No fundraisers are permitted without PTA approval. Remember that PTA is the legal entity allowed to fundraise for the school. We want to ensure that everyone can benefit from the support of our community, and that we don't confuse people with competing fundraisers or conflicting event schedules.
- Fundraisers that benefit school clubs must have a lead coordinator from the club, and volunteer participation from the club in order to receive profits.
- The PTA tracks the profits earned by clubs through their dedicated fundraisers, and encourages the clubs to do the same for full financial transparency. The requirement to release club funds or reimburse an expense is to submit the paperwork at least one week before the funds are needed. PTA does not purchase items for clubs.
- The PTA's general funds are released two ways:
  - Budgeted funds may be released prior to an upcoming activity through a vote at a PTA meeting. Reimbursement paperwork for expenses associated with that activity may be submitted at any time.
  - All other reimbursement paperwork must be submitted in person at a PTA meeting to be voted on.
- Anyone asking for reimbursement must be a member of the PTA.
- The PTA will add \$100 to the grade-level account, and host an ice cream party for the students, of any class with 100% participation in PTA membership.

